



Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Sponsoring Organization		
Is the Sponsoring Organization a "Tax Exempt, 501c3 non-profit" organization? <i>If YES, please attach proof of organization's non-profit status.</i>	Yes / No	
Contact Person "on site" day of		Cell #:

Event Title		
Event Date		
Event Location		
Event Hours	Start:	End:
Set up	Date:	Time:
Break Down	Date:	Time:
Clean up finalized	Date:	Time:
Person responsible for clean up		Phone#:
Estimated Event Attendance		

Briefly explain event and activities:

Parade/Street Closure Information

Names of Streets to be closed:		
	Between	and
	Between	and
	Between	and
	Between	and
Parade/Walk/Run Route (map must be included with application):		
Are you requesting a complete or rolling street closure? Why are you requesting this street closure:		
Time of Street Closure	Start:	End:
Parking restrictions requested:		
Staging area:		Disbanding area:
Number of anticipated entries		

Event Details

Will items or services be sold at the event? If yes, please describe:	
Is this a fundraiser event? If yes, please describe:	
Is the event free to the public?	Admission Cost:
Will there be any fenced areas? If yes, please describe:	
Will there be a tent, canopy or other temporary structure at your event? If yes, please describe:	

What is your cleanup plan after the event?

Entertainment Information

Will your event have a DJ or live music? If yes, please give the name of band/bands or name of DJ.

Please describe any dance or live entertainment that will be a part of your event:

Will your event have amplified sound? If yes, please describe.

Will your event have any animals? If yes, please describe what type and location.

Food and Beverage Information

Does your event involve the sale or consumption of alcoholic beverages?

Describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older:

Circle type of alcohol being sold/served

Beer/Wine

Liquor

Alcoholic beverages will be sold/served

Time (from):

Time (to):

Where will alcoholic beverages be sold/served?

Location:

Will Vendors be cooking or heating food? If yes, please describe:

How will you regulate, monitor and control the type, number and quality of vendors/concessionaires permitted to operate during your event?

Security and Volunteer Information

Please describe your procedures for both crowd control and internal security:

Have you hired a Security company to handle security for this event? Yes / No

Company Name:

Phone Number:

Number of Guards:

Guard Schedule:

If you have not hired a Security company, how will you ensure your event is secure and the crowd is under control?

Do you plan on utilizing volunteers? If yes, in what capacity?

Health and Safety Information

Will portable toilets be brought in for your event? If yes, please describe where they will be located.

Portable restroom supplier:

Phone Number:

If your event occurs at night, explain how you will light the activity and parking areas:

If your event includes vehicles and/or animals, describe what you will do to ensure safety for the public and participants.

Will you have an Event Coordinator Command Post? If yes, where will it be located?

Will you have a First Aid station or medical services available to participants? If yes, where will it be located?

ADA Accessibility

Please describe how your event will be accessible to people with disabilities.

Promotion Information

How will you advertise for your event? Please include the types of advertisements, a copy of the advertisements, and locations.

Mitigation of Impact on Others

Describe how you will notify affected businesses and residents of your event.

Describe how you and your organization will mitigate the impact of your special event on neighboring businesses, churches, residents, motorists, and others.

City Services and Equipment Request

Please check what city services and/or equipment you are requesting for your event.

Note: The ability to fulfill your request may depend on funding, staff availability and timing of your event.

*Police Officers and No Parking Signs will **not** be provided for your event. Traffic Control may be provided by our COPs (Citizens on Patrol). No Parking Signs must be purchased by the Event Coordinator.*

Electricity	Location:	
Street Barricades	Amount:	
Cones	Amount:	
Traffic Control	Location:	
Dumpster	Amount:	Location:
Trash Cans	Amount:	Location:

Event Map

You must submit an event map with your event. Please make sure all the below items that apply to your event are included in the map.

- _____ Route (for parades, fun runs, bicycle races, etc.). Designate staging area as well as beginning and end of route. Use arrows to indicate direction of route.
- _____ Street closures
- _____ Entertainment and/or stage locations
- _____ Sound amplification – location of amplifier and all speakers (permit?)
- _____ Alcoholic beverage concession area(s) (if being sold a one day liquor permit is required and must be displayed)
- _____ Non-alcoholic beverage concession area(s)
- _____ Food concession area(s)
- _____ Display area for arts, crafts, vehicles, animals, etc. (please note on map what is being displayed)
- _____ Merchandise sales area(s)
- _____ First aid facilities
- _____ Portable toilets (indicate number of toilets _____)
- _____ Permanent restroom facilities available
- _____ Event participant parking area(s), including entrances, exits and traffic circulation
- _____ Event spectator parking area(s), including entrances, exits and traffic circulation
- _____ Access and parking for disabled
- _____ Event coordinator's command post
- _____ Temporary structures (list and describe on map)
- _____ Utility connection locations (power, water, etc.)
- _____ Trash container (# trash cans _____; # dumpsters _____)
- _____ Other (please describe):

Rules and Regulations

Reservations for a special event may be made a maximum of 1 year in advance and must be made a minimum of 6 months in advance.

An Event Map of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, etc.

For runs, walks and parades an event map outlining your route must be submitted along with your Special Event application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before your event will be approved.

Applications may require review by the Special Event and Incidents (SEI) Committee for approval or denial. Need for review is based on size, scope and impact of event.

If vendors will be cooking or handling food, contact the Placer County Health Department at (530) 745-2300 for food handling, sanitation and health and safety requirements.

If vendors will be selling alcohol, event applicant is responsible for attaining all required permits, security and permission. Event applicant must contact the Lincoln Police Department (LPD) at (916) 645-4040 to secure approval from the Chief of Police. If approval is granted, LPD will issue an approval letter. Applicant must take the approval letter to ABC to secure a one-day liquor permit. Contact the Sacramento District Office at (916) 227-2002. The permit issued by ABC must be displayed during the time alcoholic beverages will be sold.

A certificate of insurance must be filed with the City of Lincoln Recreation Department one week prior to your event. The Event Coordinator shall procure and maintain a one million dollar general liability insurance policy naming the City of Lincoln as an additional insured. In some instances the City may be able to provide insurance for your event at cost to your organization.

If your event includes the use of Highway 65, you are required to obtain an encroachment permit from Cal Trans, contact Cal Trans at (916) 654-6232.

Special Event coordinators are required to pay a damage/cleaning deposit when coordinating a special event in the City of Lincoln. The damage/cleaning deposit fee will depend on the event classification. The deposit is refunded as long as no damage is done to city property and city property is cleaned properly. In the event damage is caused during an event or city staff is required to clean excessively after your event, the damage/cleaning deposit or a portion of the deposit is forfeited. The renter must contact the Recreation Department after their event to request the return of the damage/cleaning deposit.

Depending on the duration of your event the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Lincoln recommends one (1) chemical toilet for every 200 males and one (1) for every 100 females. The figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis.

You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application

and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.

Only readily removable barricades may be used for street closures and a 20-ft. lane of clearance is required for emergency vehicle access at all times.

In some cases, the hiring of officers from the Lincoln Police Department (LPD), a professional security company, or a combination of both may be required by the Recreation Department in order to obtain approval for your event. The LPD determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters.

INDEMNIFICATION:

1. Any organization or individual/applicant reporting false information or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of the rental fee and/or the security deposit. *If damage exceeds the deposit fee, the applicant shall be responsible for all costs and will be billed by the City for any costs incurred.*
2. The applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, officers, and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person or persons or damage to property or third persons arising out of or any way connected with the applicant's rental and use of the City's facilities, unless same results from the sole negligence or willful misconduct of the City of Lincoln, its agents, officers, and/or employees.
3. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.
4. The undersigned has read and understands the conditions contained herein and made part of the rental agreement, and agrees to all of the aforementioned rules, regulations, and conditions of use for Lincoln City Facilities.

Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

Office Use Only

Class of Event (I, II, or III)

Amount Due:

Cash

Check #

Permit Application Number:

Assigned to:

Notes:

Office Use Only- Department Approvals

Police-

Notes:

Fire-

Notes:

P.S. (Streets)-

Notes:

P.S. (Parks)-

Notes:

P.S. (Construction)-

Notes:

Submit your completed application to:
City of Lincoln
Recreation Department- Special Events
2010 First Street, Lincoln, CA 95648
Phone: (916) 434-3220
Fax: (916) 434-8057